

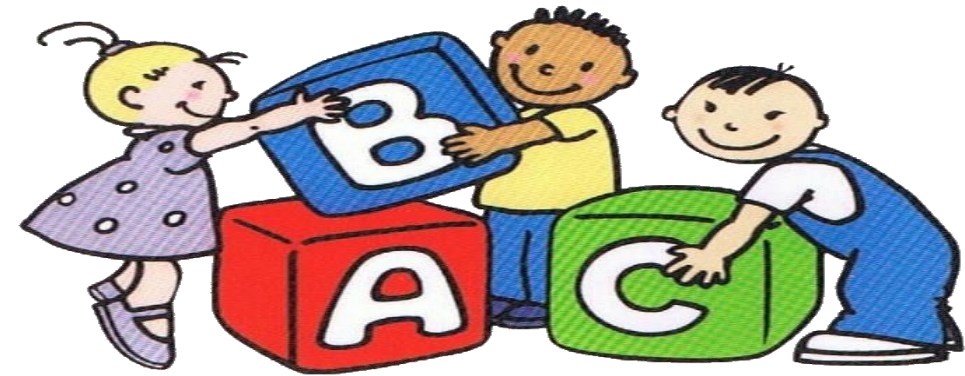


SCOPE
Education
Services
Day Care Presentation

2022-2023

SCOPE BOWLING GREEN EMPLOYEE DAY CARE PROGRAM

The SCOPE Employee Day Care Program is a NYS Office of Children and Family Services Licensed Day Care Provider. The program is located at Bowling Green Elementary School in the East Meadow School District. The Program has been in the district for 28 years. During this time families have participated in numerous celebrations and activities that support unity, traditions, and learning. The children, from eight weeks to five years, are nurtured and cared for by our professional staff.



Infant Room

8 weeks to 18 months

The staff to child ratio in the infant room is 1 staff member to every 4 infants and a maximum of 8 infants in the room.

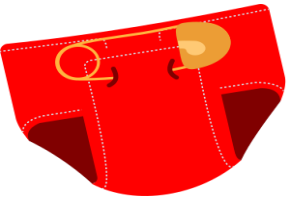
- Food served warm must be sent in a thermos
- All bottles must be prepared at home
- Bottles will be refrigerated at the program site
- Food and bottles will be separated in the refrigerator
- Bottles will be warmed before serving
- Grapes, raisins, hot dogs, and uncooked vegetables will not be served
- SCOPE is a Peanut Free Center



Infant Room

8 weeks to 18 months

- Individual cubbies are assigned
- “Day Care Check List” will be provided
- Every Monday parents/guardians will drop off a supply of diapers, wipes and bibs
- Staff will communicate with parent/guardian daily and a “Need Slip” will be sent home every Friday
- Each morning you will be greeted by the Head Teacher
- Upon arrival the Head Teacher will conduct a State Required Daily Health Check
- Concerns should be brought to the Head Teacher and/or the Day Care Director



Infant Room 8 weeks to 18 months

Daily Schedule of Activities

<u>7:00-8am</u> -Arrival Time/Attendance	<u>11:15-11:45am</u> -Out/Indoor Play
<u>8:00-8:15am</u> -Floor Time	<u>11:45-12:45pm</u> -Cleanup/Lunch
<u>8:15-8:30am</u> -Clean-up	<u>12:45-1:00pm</u> -Story Time
<u>8:30-9:00am</u> -Breakfast	<u>1:00-3:00pm</u> -Nap Time
<u>9-9:30am</u> -Clean-up/Diaper Change	<u>3:00-3:15pm</u> -Wake Up/Diaper change
<u>9:30-10:00am</u> -Story Time	<u>3:15-3:30pm</u> -Snack Time
<u>10-10:30am</u> -Activity of the Day	<u>3:30-4:00pm</u> -Floor Play Time
<u>10:30-11:15am</u> -Go for a walk	

Toddler Room

18 months to 3 years

The staff to child ratio in the toddler room is 1 staff member to every 5 toddlers and a maximum of 12 toddlers in the room.

- Breakfast and lunch are supplied by parent/guardian
- It is required that food be prepared at home. Heating of food will not take place on premises. Food served warm must be sent in a thermos
- SCOPE provides daily snack, milk and water
- Bottles are not permitted in the toddler room
- Raw vegetables will not be served
- SCOPE is a peanut free center



Toddler Room

18 months to 3 years

- Each child will have their own cot
- A daily chart will be sent home that logs each child's food intake, diaper changes, and naptime
- Staff will work cooperatively with parents to begin the bathroom training process
- Toys from home are not permitted
- Weekly "Needs Slips" will be sent home on Fridays to replenish supplies such as diapers, wipes and change of clothes



Toddler Room

18 months to 3 years

- Each child has an assigned cubby
- A “Day Care Check List” will be provided
- Every Monday parents/guardians will drop off a supply of diapers, wipes and bibs
- Each morning you will be greeted by the Head Teacher
- Upon arrival the Head Teacher will conduct a State Required Daily Health Check
- Concerns during the school year must be brought to the Head Teacher and/or the Day Care Director



Toddler Room

18 months to 3 years

7:00-8:00am-Arrival Time/Attendance

8:00-8:15am-Floor Time

8:15-8:30am-Clean-up

8:30-9:00am-Breakfast

9:00-9:30am-Clean-up-Diaper Change

9:30-10:00am-Story Time

10:00-10:30am-Activity of the Day

10:30-11:15am-Go for a walk

11:15-11:45am-Out/Indoor Play

11:45-12:45pm-Cleanup/Lunch

12:45-1:00pm-Story Time

1:00-3:00pm-Nap Time

3:00-3:15pm-Wake Up/Diaper

3:15-3:30pm-Snack Time

3:30-4:00pm-Floor Play Time

Pre-School Room

3 years to 5 years

The staff to child ratio in the pre-school room is 1 staff member to every 7 children with a maximum of 18 children in the room.

- Each child has an assigned cubby
- A “Day Care Check List” will be provided
- Staff will communicate with parent/guardian daily and a “Need Slip” will be sent home every Friday
- Each morning you will be greeted by the Head Teacher
- Upon arrival the Head Teacher will conduct a State Required Daily Health Check



Pre-School

3 years to 5 years

- Breakfast and lunch are to be provided by parent/guardian
- SCOPE provides daily snack, milk and water
- It is required that food be prepared at home. Heating of food will not take place on premises. Food served warm must be sent in a thermos
- Raw vegetables will not be served
- SCOPE is a peanut free center



Pre-School

3 years to 5 years

- Each child will have their own cot
- Nap time or quiet time everyday
- A daily chart will be sent home that records each child's progress
- Parents will receive a list of supplies needed for the year
- Toys from home are not permitted



Pre-School

3 years to 5 years

- Program will follow developmentally appropriate SCOPE curriculum
- Topics and activities are designed to enhance student's Kindergarten readiness skills
- Daily instruction includes: Morning meeting, teacher and student directed instruction, music & movement and STEAM activities
- In/out door play
- Parents will receive a monthly curriculum calendar

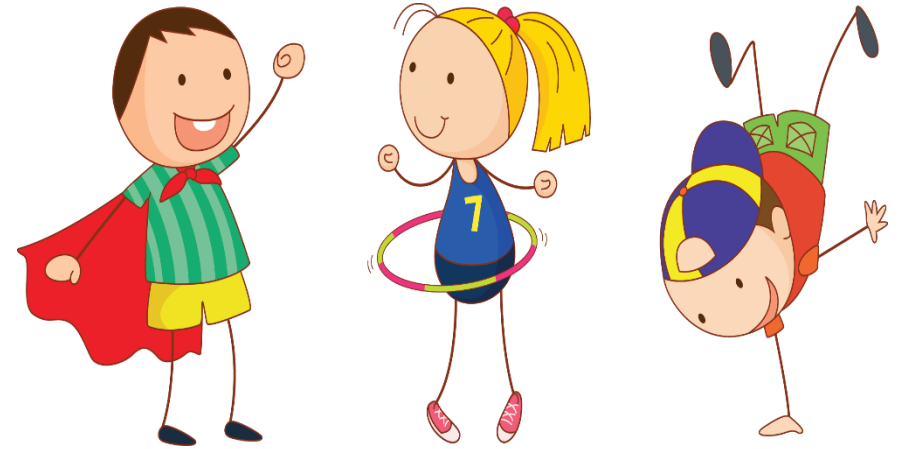


Pre-School

3years to 5 years

Other instruction includes:

- Social/Emotional Learning
- Literacy Skills
- Math Concepts
- Self-help Skills
- Families are invited to special activities throughout the school year.



Pre-School

3 years to 5 years

Pre-School Daily Schedule:

7:00-8:00am-Arrival Time

8:00-8:45am-Center Time

Housekeeping, Imaginative Play, Science

8:45-10:00am-Clean-up/Wash hands/Bathroom/Breakfast

10:15-11:15am-Teacher Directed Learning and Activities

11:15-11:45am-Walk/outside/inside free play

11:45-12:00pm-Music and Movement

Pre-School

3 years to 5 years

- 12-1:15pm- Clean-up/Handwashing/Bathroom/Lunch Time
- 1:15-2:45pm-Nap time/Quiet time
- 2:45-3:20pm-Bathroom/Wash hands/Snack Time
- 3:20-4:00pm-Story Time/Art/Free Play
- Hands are washed before and after every activity
- Toys and classroom materials are washed and sanitized after use

Staffing

- Qualified staff, who have received clearance through NYS Office of Children and Family Services
- Staff members are First Aid/CPR trained and MAT Certified
- The Day Care is regulated through the NY State Office of Children and Family Services and monitored by SCOPE District Manager regularly throughout the year.

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State and SCOPE Guidelines and Regulations

- The program follows the East Meadow School Calendar, early dismissals and school closings.
- The staff is highly qualified and has gone through the NYS Comprehensive Background Clearance Check.
- SCOPE is required to follow NYS OCFS once a month
Emergency Drills

State and Program Guidelines and Regulations

Registration Requirements:

- Children will not be admitted into the program unless they have received a health examination within sixty days prior to their start date.
- Copy of Well Child and Immunization Record
- Copy of Child's Birth Certificate
- Proof of Residency
- Day Care Intake Form
- Completed SCOPE Online Registration

State and Program Guidelines and Requirements

Arrival protocol:

- A staff member will meet you and your child at the door for sign in
- The head teacher will conduct and record a Daily Health Check

Pick-up protocol:

- Please call (631)338-4756 prior to picking up your child
- Parents are not permitted in the Center
- A staff member will bring your child to you to sign out

For Further Information

To register: www.scopeonline.us and follow the prompts

- Cheri Markland SCOPE District Manager, Direct line-631.881.9627
- Email Address: cheri.markland@scopeonline.us
- Victoria Stein, Day Care Center Director-Land Line-631.333.3534
- Bowling Green Employee Day Care Center Cell#-631.338.4756
- Email Address: SCOPE.emdaycare@scopeonline.us